

## **Sagamore Hill NHS Policy for Weddings & Other Ceremonial Events**

The following policy was developed for the issuance of Special Use Permits (SUPs) for weddings and other ceremonies held at Sagamore Hill National Historic Site. The main consideration in the development of this policy is to ensure that the visitor experience and the park resources are not impaired; yet, special park uses are equitably accommodated.

Please read the following provisions carefully to be familiar with all responsibilities and commitments. Should you wish to proceed, call to schedule your ceremony and request the following forms which must be completed and returned:

- A. Application for a Special Use Permit
- B. \$50 non-refundable administrative fee

### **Requirements and Procedures:**

1. There is a \$50 non-refundable administrative fee. In addition, there may be a cost recovery fee required if it is determined that it is necessary to assign a staff member(s) to monitor the wedding/ceremonial event. Factors which determine monitoring fee include group size, activities, location and time of day and any other factors as deemed necessary by the site.

2. Special Use Permits will be issued for ceremonies only. Sagamore Hill NHS cannot accommodate wedding/ ceremonial receptions.

3. Weddings and other ceremonial events are restricted to the following locations and limitations.

- 1. Arbor (adjacent to Pet Cemetery)
- 2. Gazebo (located in garden area)

All areas are limited to ceremonies of 30 people or less (includes wedding party). No other areas are available to hold ceremonies, regardless of the date or time of day

4. Permittee must check in with the Visitor Center Ranger staff prior to the wedding/ ceremonial event and present the signed copy of the Special Use Permit (SUP).

5. Permittee will comply with any and all requirements of the Ranger staff on the day of the wedding/ceremonial event.

6. In the case of inclement weather, it is the Permittee's responsibility to make alternate location arrangements. Sagamore Hill NHS does not have an interior location to hold ceremonies and the site's tented picnic area may not be used for ceremonies. Tents/canopies may be erected on the grounds at the discretion of the Superintendent and may only be allowed in select locations and on particular days or times. It is the responsibility of the permittee to be in touch with the Special Uses Coordinator at least 48 hours ahead of the ceremony to discuss the possibility of tents/canopies for the ceremony.

7. Music is allowed for ceremonies, under the condition that it does not unreasonably interfere with other activities. Examples of allowable instruments include acoustic guitar, harp, violin, cello, flute, or a CD/tape player set at a reasonable level. Loud, amplified music is specifically prohibited.

8. Wedding ceremonies and other ceremonial events are discouraged on Memorial Day, July 4th, Labor Day, and Columbus Day. The site is closed the following days: Thanksgiving Day, Christmas Day and New Year's Day.

9. Wedding ceremonies must be held during regular operating hours (9:00 A.M. – 5:00 P.M). Permits for after-hours ceremonies will be issued at the discretion of the Superintendent. There may be an additional fee for after-hours ceremonies to cover the staff monitoring costs.

10. Permittee(s) are required to remove any items brought to the site to facilitate the ceremony. Permittee(s) must also remove any litter generated by the event.

11. Event guests are required to use the main parking lot and should plan to provide a designated person to indicate the entrance and direct guests to the wedding location.

12. Because of the possibility of rice or confetti adversely impacting natural resources. Permittee(s) may use bubbles only. Release of animals such as butterflies, doves, etc. is strictly prohibited.

13. The use of helium filled balloons is prohibited. The Permittee is not allowed to release helium filled balloons within the park nor is he/she allowed to use helium balloons as adornments to any park sign, structure, natural or cultural resource. Any type of decoration or adornment to any park sign, structure, natural or cultural resource, is prohibited as well.

14. The site does not have a changing room, or private area, available for the wedding party or their guests. The wedding party should arrive at the site already prepared for the ceremony.

15. Wedding photographs may be taken in any public area of the Park.

16. Serving of alcohol is strictly prohibited.

17. The park is an historic site first, and is not closed to the public during such ceremonies. Be aware that the exhibit buildings will remain open, and park visitors may be nearby.

18. Violations of the terms and conditions of a permit issued in accordance with 36 CAR S2.50 and this policy are prohibited and may result in suspension and revocation of the permit.

## Applicable Guidelines

NPS-53: Special Park Uses

36 CFR S1.5: Closures and Public Use Limits

36 CFR S1.6: Permits

36 CFR S2.50: Special Events

For further questions, or to request a permit, please write or call:

Sagamore Hill National Historic Site

20 Sagamore Hill RD

Oyster Bay, NY 11771

516-922-4788 ext. 7543